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HEADQUARTERS, CAMP BUCKNER.

TALLADEGA, ALA., 11th JUNE, 1864.

Circular to Enrolling Officers:

The delay, embarrassment, and unnecessary labor and difficulty imposed upon all parties by irregularities in the enrolling service—a service already laborious and difficult enough, even when performed with strict regularity and system,—induce the Commandant of this Camp earnestly to urge upon enrolling officers a prompt correction of these irregularities.

Attention is especially invited to the following points:

1st. ALL enrolled men, of whatever class, before being sent to Camp of Instruction are positively required to be examined by the MEDICAL BOARDS of their respective Districts. Neither the enrolling officer nor man enrolled has a right to WAIVE examination.

2d. Applications for exemption should always be accompanied by a descriptive list, and applications for exemption or detail on the ground of "public necessity," or for detail on the ground of "Justice, Equity, or Necessity," should be accompanied by a certificate of ability, or disability from the proper Medical Board.

3d. Much embarrassment has been occasioned by the enrolment of men as "Volunteers," for particular Regiments, Companies, &c., without reference to the requirements of the law and orders as to the **right** of such Regiments &c., to receive recruits. In all such cases the recruit should be distinctly informed that his assignment to the Company selected depends upon its conformity to the requirements of General Orders No. 7, current series, A. G. I. G. O., and that information on this point cannot usually be obtained before his arrival at the Camp of Instruction. In no case should men be assured that they will be sent immediately from the Camp to the Company selected by them; and above all, no man should be sent to the Camp of Instruction with a **horse**.

4th. The advisory "Boards" authorized by Par. II, Circular no. 8, current series, Bureau of Conscription, are intended to **assist** the county Enrolling Officers, not to relieve them of duty, or responsibility. Written opinions may be required of them by the Enrolling Officer, at his discretion, as provided in the above mentioned Paragraph, but the report required by Paragraph XI of the same circular must be made **by the Enrolling Officer**; it should not be a mere endorsement or approval of a report of his advisory Board. The "written opinions" of this Board should be filed in his office, but as a general rule, should not be forwarded.

5th. Special attention is again urged to the rules prescribed in General Orders No. 17, from these headquarters, (dated 23d April, 1864,) for the proper preparation and endorsement of official papers. The first endorsement should always show **correctly** the place, date, and name of the writer or applicant, and the character of the paper. The endorsements should be placed upon the principal or leading document, auxiliary papers being merely enclosures. Especially should the error be avoided of passing from one of such papers to another in endorsing them. If additional space is necessary, a blank wrapper should be used.

6th. The fragmentary and defective descriptive lists sometimes sent with recruits occasion much difficulty. Whenever practicable, the recruits should be sent to Camp in squads, with one of the most reliable men among them placed in charge of the squad, and with a neat descriptive list of the whole.

By order,

MAJOR W. T. WALTHALL, Com'd'g.

Robt. F. DeBell, Lt. & Actg. Adj't.

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